



**Stamford Water Pollution Control Authority Board Meeting**  
**Monday, December 14, 2015**  
**Stamford Government Center**  
**5th Floor Board of Education Board Room**  
**888 Washington Blvd, Stamford, CT**  
**Full Meeting Minutes**  
**(The meeting was videotaped.)**

**Attendees**

Michael Handler	Chairman, WPCA Board
Daniel Capano	Vice Chair /WPCA Board Member
Ernie Orgera	WPCA Board Member/Director of Operations
Cristina Andreana	WPCA Board Member
Ed Kelly	WPCA Board Member
Merritt Nesin	WPCA Board Member
William Brink	Executive Director, WPCA
Rhudean Bull (absent)	Administration Manager, WPCA
Prakash Chakravarti	Supervising Engineer, WPCA
Mark Turndahl	Accountant, WPCA
Stephen Pietrzyk	Collections System Supervisor, WPCA
Crystal Blair	Admin Account Clerk, WPCA
Marie Sabo	Laboratory Director, WPCA
Jay Fountain	Interim Director, OPM
David Yanik (absent)	City Controller
Lynda Roca	Computil
Tom Banas	Ackerly & Ward

**Call to Order, Pledge and Roll Call**

M. Handler called the meeting to order at 5:30 pm with roll call and pledge of allegiance. A quorum was present (6 Board Members).

M. Handler stated that J. Fountain is no longer a member of the WPCA Board; he has taken the position of Interim Director of OPM and agreed to continue to assist the WPCA Board in that role. The Board of Finance and Board of Representatives will be appointing a new member to the Board in January or February of next year.

**Public Participation**

No public participation.

**Minutes Approval**

E. Kelly motioned to approve the November 16, 2015 full Board Meeting minutes; seconded by C. Andreana. There was no discussion. **Vote 6-0-0**

**Safety Report**

M. Sabo briefly reported:

- FY15/16 Injury Stats: 8 injuries vs 4 at this time FY14/15
- Site Safety Team meeting will be held December 16<sup>th</sup>

- Site Safety Tours were conducted by Site Safety Team in October
- Monthly inspections of all WPCA fire extinguishers, safety shower and eyewashes, first aid kits, AED, sprinkler heads and other safety items are in progress for this month
- Winter safety supplies have been ordered and received
- A report with recommended improvements to the on-site fixed ladders has been received from Wright-Pierce and awaits formal review and discussion

### **Sub-Committee Reports**

#### **a. Finance Committee**

C. Andreana reported the Committee met today at 4:30 pm and discussed the following:

- Discussed financials and reviewed accounts receivables
- Received update of 2015 year-end Audit which will be finalized before the end of year
- Discussed two issues: the Charter Oak Communities request for exemption from sewer connection charges, and Metro Green III proposal to pay a discounted up-front lump sum payment for their connection fees. The Committee is going to request a representative from each group to come speak at the next Finance Committee meeting and then a recommendation will be made to the Board. The representatives may speak at the next Board Meeting as well. C. Andreana requested that these items be placed on the next meeting agenda

#### **b. Technical Committee**

D. Capano reported that there was no meeting held this month to report on

### **Financial Update**

#### **a. Computil Report**

L. Roca reported that reminder bills went out; lots of phone calls have come in and payments are picking up. October billing collections is at 82.3% without today's cash and April '11 collection rate is at 99.2%. She reported that they are making collection calls and following up; Mark has made lots of adjustments. Credit card payment option will be available soon.

#### **b. Receivables Report**

- M. Turndahl reported the receivable balance is now \$4.887 million compared to \$5.393 million in 2014
- Cash collections for October is \$9.283 million so far; Connection and Assessment collection is \$481,410
- October 2015 billing collection rate is at 82%; April 2015 is at 96% and April 2011 collection rate is at 99.2%

#### **c. November Financials**

- M. Turndahl reported net income of \$3.079 million which is \$1.072 million above budget; he adjusted the budget by backing out revenue budgets that were not going to be collected until the end of the year
- The net pooled cash balance due from the City is \$86,000 (Operating funds due from the City is \$1,257,000 less amounts due to the City for capital projects of \$1,171,000).

#### **d. A&W Collections Report & Update**

T. Banas gave a brief report and stated the following:

- This month was very successful with just over \$1.5 million collected for the year including \$97,000 submitted to Computil tonight
- He stated he is seeing a significant increase in payments, people are being more proactive due to the work of the Board and consistent collections action
- Closed 17 accounts this month including 4 foreclosure actions
- He reported on account #119868 - 50 Soundview Ave sale date has been pushed back to March to give the owner the opportunity to pay off balance
- He reported on account #105344-1 - 87 Courtland Hill Street a judgement for foreclosure was obtained and the sale date is scheduled for February. A&W recommending SWPCA

submit a bid of \$25,000; anticipating a minimum bid of well over \$300,000. E. Orgera made a motion to approve the bid of \$25,000; C. Andreana seconded. There was not further discussion. **Vote: 6-0-0**

#### **Executive Director's Top Ten**

B. Brink's report is attached and made a part of these minutes.

#### **Discussion & Vote: Contract with Metropolitan Communications, LLC ("MCC") to provide services for online payment of customers' user charge**

B. Brink reported that in the packet there is an e-mail and MCC standard contract with requested changes by City Attorney Chris Dellaselva which MCC has accepted. The only remaining issue is insurance; City Risk Management has forward their insurance requirements to MCC. B. Brink requested that the Board approve the agreement incorporating the agreed upon changes, and contingent on MCC providing insurance coverage that meets the City's requirements. The contract needs to have the Board's approval because it will take MCC 30-60 days to set up online payment to be ready for the April billing. After further discussion E. Orgera motioned to approve Metropolitan Communications, LLC as the service provider for online payments; seconded by D. Capano. **Vote: 6-0-0**

#### **Discussion & Vote: Bid waiver to purchase UV lamps for Xylem (UV system manufacturer) for \$55,206.00**

B. Brink stated that the UV system is working well but 2/3 of the lights are approaching the end of their service life and will need to be replaced. At this time Xylem is offering a 20% discount on lights and 5% discount on the wiper holders. WPCA would like to take advantage of the offer and order a full set of lamps and wiper holders along with some extra to keep on hand. After brief discussion E. Kelly motioned to approve the purchase of lamps and wiper holders; seconded by D. Capano. **Vote: 6-0-0**

#### **Schedule for Board Meetings in 2016**

C. Blair stated that the current schedule for the Board meetings is every 3<sup>rd</sup> Monday of the month. She asked the board members if they would like to continue with the same schedule for the calendar year 2016. The Board agreed to keep current schedule for 2016. **Vote: 6-0-0**

#### **SWPCA Policy Revisions/Update**

- a. C. Andreana reported that the Financial Policies and Procedures Committee did not meet. She stated that J. Fountain was the chairman for the committee and asked if anyone would like to volunteer to fill the position. M. Handler volunteered to be the chairman for the Financial Policies and Procedures Committee.
- b. D. Capano reported that the Operational Policies and Procedures Committee did not meet and has a meeting scheduled for Wednesday night (December 16<sup>th</sup>) at the WPCA plant.

#### **Executive Session**

At 6:03pm D. Capano motion to go into executive session to discuss legal strategy regarding Blade Millworks, et al and BLT; seconded by C. Andreana. **Vote: 6-0-0**

At 6:18pm C. Andreana motion to come out of executive session; seconded by E. Kelly. **Vote: 6-0-0**  
M. Handler stated there was no action taken by the Board

#### **Old Business**

B. Brink stated by the request of the Board a letter was drafted in response to the 65 Arden Lane request for reimbursement of the cost of their lateral repair. D. Capano requested that the item be tabled for further discussion at the Operational Policies and Procedures meeting on Wednesday.

At 6:20 pm, D. Capano made a motion to adjourn the meeting; seconded by C. Andreana. There was no discussion. **Vote: 6-0-0.**

### Stamford WPCA Top Issues (12-14-15)

No.	Issue	Action Description	Impact	Status	Schedule
1	Extreme wet weather - high flow discharge and permit exceedance on 5/1/14	Perform an Infiltration and Inflow (I/I) Study to identify and remove extraneous flows caused by rainfall and high groundwater	Regulatory and Operations	65 flow meters have been installed in collection system manholes to collect flow data for one year. Areas having high I/I have been smoke tested.	CDM has submitted its initial I/I Study Report. Awaiting approval from CTDEEP to extend the rental of the flow meters through June 2016 to capture major storm/high flow events next spring.
2	UV System Performance and Permit Exceedances	Improve reliability of UV disinfection system to avoid permit exceedances.	Regulatory and Operations	UV disinfection system has been performing satisfactorily.	UV lamps are approaching the end of their service life and need to be replaced. Bid waiver for purchase of UV lamps is on Board meeting agenda.
3	Odor Control	Minimize odors off site at treatment plant	Operations	All odor control scrubbers and carbon canisters are on line. Have installed pH and ORP probe connections to odor control scrubbers' sump for better pH and ORP measurement.	Tech Committee has approved conceptual design of a storage building to house the sludge and screenings and grit trailers. Exploring option of using a prefab building purchased by the Fire Department. Also looking at issuing a RFP to design/build the storage building.
4	Fill open positions	Fill Regulatory Compliance Inspector position (for FOG inspections) and Shift Foreman position that are open.	Operations	Have selected a candidate for Shift Foreman position.	Fill open Shift Foreman position by end of December. Having discussions with union on position description for new Senior Shift Foremen (Grade 4) position.
5	WPCF evaluations and improvements	Engineering evaluations required in response to USEPA Admin Order. Study, design, and construct WPCF improvements to replace aged equipment and increase operations and energy efficiency.	Regulatory and Operations	Design of SCADA system upgrade is complete. Design of flow distribution improvements to secondary clarifiers has begun with plan to start construction in summer 2016.	Received qualifications from system integrators for installing the SCADA system upgrade; will receive price proposals in mid-January. Start SCADA implementation in Spring 2016.

				Tech Com has approved scope of work and fee for design of RSPS and Blower Upgrade Project - submit to CTDEEP for approval.	Start design of RSPS and Blower Upgrade in Spring 2016 pending CTDEEP approval of design contract.
6	Personnel Safety	Comply with requirements for arc flash protection.	Operations	Have selected electrical equipment for arc flash analyses, preventive maintenance, and (for some Pump Station electrical equipment) total replacement,	Begin arc flash analyses for selected equipment by end of year.
7	Connect to Existing Sewer	Enforcement of City ordinance to connect to existing sanitary sewer within 180 days after notification	Protect public health and expand customer base.	Issue has been referred to Halloran & Sage for legal opinion on options to enforce City ordinance to get properties to connect.	Ken Slater of Halloran & Sage to present options to Board at the January meeting
8	Update and revise SWPCA's written policies and procedures	Update SWPCA policies and procedures to describe current practices and provide guidance to SWPCA Board, staff and customers.	Operations and Financial	Subcommittees on Financial Policies met on 10/27 and Operational Policies met on 11/4 and will meet on 12/16.	Subcommittees to meet monthly.
9	Reimbursement by City of non-sanitary sewer related costs	Reimbursement by City of non-sanitary sewer related costs for the Carriage Drive Sewer Project	Financial	M. Handler reports City will fund its share (\$1,069,000) of project costs.	
10	\$1.265 million of Carriage Drive Project remains unfunded.	Transfer \$1.265 M of 2009 BAB's GO Bond proceeds used to fund Storm Water Pump Stations and Mill River Project to fund Carriage Drive Project	Financial		Will schedule meeting with City and members of Finance Committee to discuss.